



SUBJECT: USAID/BENIN: Solicitation for a Personal Services Contractor (PSC) Senior Acquisition and Assistance Specialist.

Solicitation No.: SOL-680-13-000002
Issuance Date: June 10, 2013
Closing Date: July 09, 2013
Closing Time: 12:00 noon local time

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications (Standard Form 171 or OF 612) from qualified U.S. Citizens, U.S. Resident Aliens, Third Country Nationals (TCNs) to provide personal services as a Senior Acquisition and Assistance Specialist under a personal services contract, as described below.

- (i) The incumbent shall provide his/her most current curriculum vitae or resume;
- (ii) Signed form SF 171 or OF 612; the forms can be obtained from the following website: SF 171, <http://forms.nih.gov/adobe/personnel/SF171.PDF> or Form OF 612, <http://federalgovernmentjobs.us/forms/of612.pdf>. The form must be signed and those submitted unsigned will be rejected. Applicants should retain for their record copies of all enclosures that accompany their submissions.
- (iii) three (3) to five(5) references, who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Benin reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and will consider such information in its evaluation.

Electronic submission is authorized. All application packages are to be submitted by email to: oaadocs@usaid.gov. Please quote the number and position title of this solicitation on the Subject line of your e-mail application. For those who wish to send hard copies of their application by mail, send:

To:

Francine Agblo
USAID/Benin,
Office of Acquisition and Assistance (OAA)
Rue Caporal Anani Bernard
American Embassy
01 BP 2012
Cotonou, Republic of Benin

Point of Contact: Any questions concerning this Solicitation Notice may be directed to Ms. Francine Agblo at fagblo@usaid.gov or Cosmas Apedo at capedo@usaid.gov, phone (229) 21-300-500, ext. 4172/3, with copy to oaadocs@usaid.gov.

USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kevin Armstrong", with a long horizontal stroke extending to the right.

Kevin Armstrong
Mission Director
USAID/Benin

SOLICITATION INFORMATION

1.	SOLICITATION NUMBER:	SOL-680-13-000002
2.	ISSUANCE DATE:	June 10, 2013
3.	CLOSING DATE/TIME:	July 09, 2013: 12:00 Noon Local Time.
4.	POSITION TITLE:	Senior Acquisition and Assistance Specialist
5.	MARKET VALUE:	GS-13/GS-14 (See Section J, Compensation) GS-13 (\$71,674 to \$93,175) GS-14 (\$84,697 to US \$110,104)
6.	PERIOD OF PERFORMANCE:	Not to Exceed 24 months
7.	PLACE OF PERFORMANCE:	Cotonou, Republic of Benin.
8.	AREA OF CONSIDERATION	U.S. Citizens, U.S. Resident Alien, Third Country Nationals (TCNs)
9.	STATEMENT OF WORK	See below

A. BACKGROUND

USAID/Benin is a small bilateral mission with an annual program budget of approximately \$30 million primarily for health, but it also incorporate, security and prosperity which are critical sectors to strengthen democracy and governance.

The Mission is currently staffed with 26 Beninese nationals (FSN), 5 US Direct Hire Foreign Service Officers, 4 US Personal Services Contractors (2 Residents Hire and 2 Offshores), 1 CDC Advisor and 1 Third Country Nationals (TCN). The Executive Officer (EXO) and the Regional Acquisition and Assistance Officer are based in Accra and provide support to USAID/Benin. Many of the executive office services (such as motor pool, maintenance and warehouse) are now being provided to USAID/Benin by the Embassy under ICASS. With no warranted Executive Officer at post, the Mission's office of acquisition and assistance (OAA) is responsible for some of the Mission operating expense-funded procurements and all program-funded acquisition and assistance actions. The Mission Director has been appointed as Agreement Officer and under delegations of authority can sign contracts up to \$1 million.

B. BASIC FUNCTION

The Senior Acquisition and Assistance (A&A) Specialist serves as USAID/Benin's senior specialist and key advisor for all acquisition and assistance matters. She/He is the head of the Office of Acquisition and Assistance which consists of four staff members including the Senior A&A Specialist and one Administrative Assistant.

The Senior Acquisition and Assistance Specialist is responsible for providing the full range of acquisition and assistance services in support of USAID/Benin's foreign assistance objectives. She/He will be required to apply highly specialized acquisition and assistance knowledge, skills and abilities involving a variety of actions that range from simplified low-dollar, short-term awards to complex multi-million dollar, multi-year awards. This includes providing support on all aspects of contract management relating to and affecting USAID assistance programs, policy and project planning, design, implementation and evaluation.

Ideally, the Senior A&A Specialist will have US Government warranted Contracting Officer experience and will be eligible for obtaining a warrant from USAID to obligate and commit funds for the US government and to act as the Contracting Officer for all activities within the warrant authority. The Senior A&A Specialist will receive on-sight supervision from the Mission Director. In any case she/he will receive policy guidance and technical oversight by the Regional Contracting Officer who the overall responsibility for the procurement programs of USAID/Benin.

The incumbent will be expected to work primarily in accomplishing the specific tasks outlined below. However, given the nature of the job, the incumbent will be expected to respond to any changes in priorities that emerge during the contract period to provide efficient, timely and effective services to the Mission.

C. MAJOR DUTIES AND RESPONSIBILITIES

The Senior A&A Specialist shall provide personal services as a Senior Acquisition and Assistance (A&A) Specialist, providing a wide range of acquisition and assistance support services to the Mission. She/He will function as the supervisor of the office of acquisition and assistance (OAA) staff. A comprehensive knowledge of the acquisition and assistance processes is required since little of the work involves repetitive actions, and work is assigned based on the project support needs. The Senior A&A Specialist must provide technical assistance necessary to execute a full range of procurement actions, including but not limited to the following:

1. Cost-reimbursement and fixed price contracts, task orders, delivery orders, purchase orders, grants, cooperative agreements, grant to public international organizations, interagency agreements, personal services contracts, and other agreements;
2. Modifications to all of the above;
3. Other miscellaneous administrative requirements associated with acquisition and assistance awards; and
4. Provide training to Mission staff, as well as to staff in the office of acquisition and assistance (OAA).

The Senior A&A Specialist must be able to discuss and assess situations with a degree of expertise sufficient to provide the basis for well-founded recommendations to the Contracting Officer. A clear understanding of the differences between acquisition and assistance is essential. Both the underlying purposes, as defined in law, and the different relationships, as reflected in the different terms and conditions, must be understood at a level that permits the specialist to effectively and accurately represent U.S. Govt. policy to outside organizations and to a full range of programmatic and administrative officials within USAID/Benin up to the level of Mission Director.

She/He must independently perform a full range of pre-award and post-award duties. Actions will be highly complex and represent critical Agency objectives with short lead times. She/He must be available to Mission staff for consultation on all aspects of procurement from the procurement planning stage to the administration stage. The Senior A&A Specialist must also provide expert advice on program objectives, budgetary issues, and procurement policy. Contractual decisions and recommendations will be considered authoritative for all actions within the designated portfolio and authority. She/He must be a recognized technical expert able to independently interact with high level officials to obtain advance approvals for critical actions. This requires extensive knowledge of the USAID and Federal Acquisition Regulations (AIDAR and FAR), USAID assistance regulations; 22CFR, OMB Circulars, the USAID Automated Directive System (ADS) and USAID A&A Policy Directives (AAPDs) as well as Procurement Executive's Bulletin (PEB), and Contract Information Bulletins (CIBs), etc.

The Senior A&A Specialist will be responsible for on-the-job training of the Mission Office of Acquisition and Assistance staff in all aspects of acquisition and assistance policy and procedures. She/he must be fully versant in internet and other mandated US Government and Agency applications and software related to acquisition and assistance.

D. SPECIFIC TASKS

1. Pre-A ward Duties and Responsibilities

The Senior Acquisition and Assistance Specialist shall:

Manage the procurement planning functions of the Mission, which may include reviewing strategic objective agreements and/or results frameworks, participating in program planning meetings and identifying components of the plans that should be accomplished through the participation of outside provider organizations. Lead Mission technical and support offices in developing annual procurement plans for the Mission acquisitions and assistance activities. Ensure that these plans are updated, at a minimum on a quarterly basis. Collaborate with technical office members in the preparation of advance procurement planning documents for proposed action. Input shall reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step and a commitment to maintain the agreed-upon schedule. Keep the Regional Contracting Officer informed of any anticipated workload demands.

Advise Mission management and technical office personnel concerning the selection of appropriate acquisition and assistance instruments to use in order to accomplish Mission programmatic objectives. Make choice of instrument recommendations to the Mission and to the Cognizant Contracting Officer.

Identify acquisition issues/potential problems that require guidance or concurrence from the Regional Legal Advisor (RLA) or USAID's Office of Acquisition and Assistance (OAA) and obtain such guidance and/or concurrence.

Provide expert guidance to technical office members in the preparation of required descriptions of the proposed project including, as appropriate, a statement of work, specifications, program descriptions, program announcements, evaluation criteria, etc. This guidance may take the form of directing them to the appropriate Automated Directive System (ADS) and/or to any other agency guidance, reviewing drafts, providing periodic training on the preparation of such documents or on Federal and USAID

regulations, policy and requirements. Normally the Senior A&A Specialist will not write a statement of work or program description as this is a responsibility of the requesting office. Emphasis should be placed on defining contractible, performance-based, results-oriented statements of work or program descriptions.

Carefully review incoming request documents to ensure they adequately reflect and protect U.S. Government interests in the accomplishment of the programmatic objective and comply with pertinent statutory, regulatory, and policy requirements and to ensure compliance with Agency and Mission requirements and appropriateness for the proposed action. Ensure proper recording of requisitions in Agency management information systems. Analyze requisition and other documents and obtain necessary clarifications from the requesting technical office. Make recommendations for corrections to requesting documents when they are inadequate, inappropriate or significant documentation is missing.

Prepare required pre-solicitation and solicitation documents, including determinations and findings, synopses, justifications, IFBs, RFPs or RFAs which reflect Federal and USAID regulations, policies and procedures governing acquisition and assistance instruments, as applicable. Determine adequacy and choice of evaluation criteria, type of contract, the extent and mechanisms of advertising, the appropriateness of the time permitted for bid, proposal or application preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations. Issue amendments, when necessary, to clarify questions or correct errors.

Control the flow of information from the Mission to the offering community during the proposal/application preparation stage, ensuring that all requirements of full and open competition are met and that the integrity of the procurement process is upheld.

Prepare Selection Panel Memoranda and provide instructions to the evaluation committee regarding rules and procedures in conducting a competitive source selection. Analyze proposals/applications, ensuring compliance with all published evaluation criteria and factors and Federal and USAID regulations, policies and procedures. Coordinate and provide expert guidance in the technical and cost evaluations.

Obtain pricing assistance as necessary and available and perform such cost evaluations as are necessary, reasonable, and appropriate to the circumstances. Document the results of these reviews in writing for use in source selection. Determine the need for further discussions. Prepare requests for confirmation of the results of the negotiation, including requests for proposal revisions, revised financial or program plans, as applicable Make competitive range

determination recommendations to the cognizant Contracting Officer for competitively negotiated acquisitions.

Take all reasonable steps necessary to determine the financial responsibility of any party to whom an award is expected to be made. This may include performing or requesting pre-award financial and program management reviews, as circumstances dictate or permit.

Prepare award documents, modifications and administrative procurement documents that reflect the results of all discussions, any special needs of the project, and all required terms and conditions and applicable provisions and clauses.

Within approved warrant authority, sign all awards and modifications. The types of awards can range from fixed price purchase orders, to various fixed price definite or indefinite quantity contracts for supplies or services, to many different types of cost reimbursement contracts for supplies or services, to a number of different types of grants and cooperative agreements with various classes of recipient organizations. Each variation in type of instrument (or recipient organization) carries with it substantial differences in the applicable terms and conditions.

Distribute award documents, ensure proper recording of the obligations by the financial management office. Provide all required notifications to unsuccessful bidders, offerors and applicants. Provide notifications to U.S. Government award publication points (such as the Congressional Liaison Office and the Federal Business Opportunities). Provide debriefings when requested. Ensure proper data entry into FAADS and FPDS through USAID's Global Acquisition and Assistance System (GLAAS).

2. Post Award Duties and Responsibilities:

The Senior Acquisition and Assistance Specialist shall:

Research issues contained in, and draft responses to, miscellaneous items of correspondence on a wide variety of acquisition and assistance awards. Examples include, but are not limited to: subcontract consent requests, salary approvals, equipment approvals, etc.

Perform procurement administration functions such as providing review, recommendation and drafting of correspondence on administrative award approvals, and clarifying award terms and provisions to awardees and Contracting Officer's Representative (COR).

Monitor performance, as required by the terms and conditions of the award and by Agency policy; through report reviews, site visits, correspondence, and other mechanisms. Provide expert contractual guidance to Agency technical monitoring personnel to assist them in the performance of their programmatic duties and the avoidance of legal/contractual impropriety

Ensure that contractors submit required subcontracting plans, inventory reports, quarterly financial reports and respond to contractor performance reports, follow extensions, funding needs, and ensure new requirements/clauses are incorporated in present contracts/grants as required and necessary.

Disseminate performance reporting procedures to COR and follow-up to ensure that reports are completed with input of contractors, and COR.

Take appropriate action and prepare documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with

Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, default, payment problems, or unacceptable performance/deliveries.

Prepare responses to audit findings. Conduct desk audits of acquisitions and assistance instruments pursuant to Agency policy and procedures.

Ensure final payment vouchers are processed in a timely manner and that outstanding invoice issues are resolved.

Review procurement files to ensure that documents (such as, memorandum of negotiation, class justifications and other relevant documentation) are included in procurement files and that the files are maintained in accordance with Agency policies and standards.

Close out completed contracts, grants, and cooperative agreements in a timely manner following Agency procedures and prepare all relevant close-out documentation.

Meet regularly with Mission offices to remain current on pending actions and issues. Work closely with Mission offices in developing procurement plans and responses to contract/grant implementation and administrative issues.

Participate in special projects, as assigned and contribute regularly to the office's participatory management structure.

3. Additional Responsibilities:

The Senior Acquisition and Assistance Specialist shall supervise the employees within the Mission Office of Acquisition and Assistance (OAA). As the head of the unit, she/he is responsible for the day-to-day technical and administrative supervision of employees including assigning work, monitoring workload, evaluating performance, monitoring compliance with OAA training requirements for acquisition and assistance, and establishing training programs.

The Senior Acquisition and Assistance Specialist, also provides Contracting support to the Executive Office and reviews/clears all contracting work performed by the EXO staff.

She/He is expected to have previous experience as a warranted Contracting Officer and will be eligible for a USAID warrant in which case she/he will have the authority to obligate and commit funds on behalf of the US Government and to make determinations that have the effect of binding the Government. In the absence of a warrant, the Senior A&A Specialist will serve as the head of the Office of Acquisition and Assistance and will take all actions within the limit of an incumbent without the authority of a warranted Contracting Officer and shall not commit funds on behalf of the US government.

E. POSITION ELEMENTS

Supervision Received: She/He will receive and on-sight supervision from the USAID/Benin Mission Director and will receive policy guidance and technical oversight from the Regional Contracting Officer based in USAID/West Africa (Accra, Ghana), if not granted a warrant.

Supervision Exercised: She/He will provide supervision and training to Mission office of acquisition and assistance (OAA) staff.

Available Guidelines: She/He is required to remain up-to-date on Agency regulations,

policies and procedures related to acquisition and assistance. Reference and guidance materials to be used by the incumbent in performing the duties shall include, but not be limited to, the following:

- Federal Acquisition Regulations (FAR)
- USAID Acquisition Regulations (AIDAR)
- Code of Federal Regulations
- OMB Circulars
- A&A Policy Directives (AAPDs)/Contract Information Bulletins (CIBs)
- Procurement Executive's Bulletin (PEB)
- USAID Automated Directive Systems (ADS)

Exercise of Judgment: She/He must exercise sound and independent judgment in interpreting and applying acquisition and assistance regulations in the course of carrying out the assigned duties.

Authority to Make Commitments: the incumbent will not have the authority to sign A&A instruments or other documents that require a warrant; or the authority to make legal determinations that have the effect of binding the Government. If a US citizen, the incumbent may be eligible for a warrant, but this is not guaranteed. If granted warrant authority, she/he will have the authority to obligate and commit funds on behalf of the US Government within her/his warrant level.

Nature, Level and Purpose of Contacts: She/he establishes and maintains solid working relationships with all levels of Mission personnel. She/He will have frequent high-level working contacts with Mission senior managers, U.S. Embassy/Benin officers, host government officials, implementing partners, and private sector entities to fulfill the major duties and responsibilities of this contract. Often these contacts will be of a sensitive nature, and discretion is required.

Interpersonal skills: The Contractor must exercise discretion and tact in a variety of stressful situations and when dealing with personnel to resolve challenges that arise during the course of the work, for which there often is not a clear solution.

Time Required to Perform Full Range of Duties: None. The incumbent is expected to be an expert in acquisition and assistance.

Period of Performance: The personal service contract will not exceed two years from the date of employment.

F. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:

Candidates will be evaluated and ranked based on the following selection criteria. An applicant will not be considered if he/she does not meet the minimum requirements.

1. Education (10 points)

A bachelor's degree is **required**, preferably in accounting, marketing, business administration, Law, or other related field. However Education may be also be substituted by ten years or more of overseas experience in the field of acquisition and assistance.

2. Prior Relevant and Overseas Work Experience (30 pts)

A minimum of ten years of progressively responsible experience in the field of acquisition and assistance execution, administration, termination, cost and price analysis, procurement planning, and analysis and evaluation of proposals **is required**.

A minimum of five or more years of overseas experience working on acquisition and assistance actions in an international organization overseas **is required**. For purposes of this solicitation, overseas experience is work performed outside CONUS for USPSC and outside home country for TCN.

Demonstrated experience incorporating performance-based principles and handling highly complex in acquisition and assistance instruments **is required**.

3. Knowledge, Skills and Abilities (30 pts)

Certification or substantial completion of the requirements for certification of the USAID Procurement Management Certification Program (PMCP) or its equivalent with strong knowledge of U.S. Government acquisition and assistance regulations, policies and practices, including the FAR, AIDAR, OMB Circulars, relevant sections of the Code of Federal Regulations (CFR) and ADS **is required**.

Strong interpersonal and communication skills with and demonstrated ability to work collaboratively with Mission staff at all levels, cooperating government officials, business and industry officials and the ability to exercise tact and diplomacy and the ability to maintain strict confidentiality and high ethical standards relating to all areas of acquisition and assistance matters **is required**.

The ability to independently organize, prioritize, work under accelerated schedules and follow through on all assignments **is required**.

4. Language (20 pts)

Fluency in English: A minimum of full professional proficiency in English including an ability to use the language fluently and accurately on all levels normally pertinent to professional needs **is required**. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation and grammar; 4) can handle informal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, and sentence structure. English skills at the ability of native or bilingual proficiency are preferred.

Fluency in French: A minimum professional working proficiency in French **is required**. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) an accent which may be obviously foreign but has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

5. Computer Skills (10 pts)

Fully functional in Windows, Google Chrome, word processing, and spreadsheet software, as well as in using the internet to solve problems and research information, such as regulatory guidance is **required**.

Fully versant in US Government and Agency mandated applications and software related to acquisition and assistance such as GLAAS is **required**.

G. APPLYING

Applicants must write a brief appendix to a resume, SF-171 or OF612 to demonstrate how their previous education, experience and skills are suited for this position. Applicants must provide names and contact information for at least three to five references. Applicants must submit:

A Standard Form 171 or Optional Form 612 (available <http://forms.nih.gov/adobe/personnel/SF171.PDF> or <http://federalgovernmentjobs.us/forms/of612.pdf> at Federal offices);

All applicants must submit a cover letter (3 pages maximum) addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation). Each of the expected qualifications should be addressed in the cover letter.

Applications must be received by the closing date and time at the address specified in the cover letter. Late applications will not be accepted. Applicants are requested to provide their full mailing address and contact information (including telephone and/or e-mail where available).

To ensure consideration of applications for the intended position, please reference the solicitation number SOL-680-13-000002" on your application, and as the subject line in any cover letter. Only the highest ranking applicants will be interviewed in person or by phone.

Note: No response will be sent to unsuccessful applicants.

I. SECURITY AND MEDICAL CLEARANCE REQUIREMENTS

1. The applicant selected to fill the position must be able to receive a no access or limited security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.

2. The applicant selected to fill the position must receive medical clearance to work in USAID/Benin, Cotonou. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

J. COMPENSATION/BENEFITS/ALLOWANCES

The position has been classified at a GS-14 level. Initial compensation will be negotiated within the range of the market value of GS-13, based upon the candidates past salary, work history, experience and educational background or in special circumstances at GS-14. Benin national with U.S. Resident Alien status will be paid CCN benefits specified under the Local Compensation Plan (LECP). For candidates selected at the GS 13 level, a change in grade to the GS-14 level may be considered after a performance period

of one year, subject to the written approval by the Mission Director, following successful performance, supported by an outstanding performance evaluation rating. Salaries over and above the market value within the selected grade level will not be entertained or negotiated.

BENEFITS AND ALLOWANCES:

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING:

Note: A U.S. Resident Locally Hired is only eligible for the following benefits and is not eligible for Allowances.

A. Benefits:

1. Employee's FICA contribution*
2. Contribution toward Health and Life Insurance
3. Pay Comparability Adjustment
4. Annual Salary Increase (if applicable)
5. Annual and Sick Leave
6. Eligibility for Worker's Compensation
7. Medevac insurance
9. Only US Citizen off shore hire may have Access to Embassy medical facilities, and pouch mail service subject to Department of State approval.

*Note: US citizen will be subject to employee's FICA and Medicare contribution. USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion and are liable for state income taxes.

NB: In addition to the above benefits, off-shore hire USPSC and TCN PSC will receive the following Allowances as applicable.

B. Allowances: (If applicable, as found in the Standardized Regulations Government Civilian Foreign Areas) Sections cited below)

1. Temporary Lodging Allowance (Section 120)
2. Living Quarters Allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education Allowance (Section 270)
7. Post Differential (Chapter 500)
8. Payments during Evacuation/Authorized Departure (Section 600)
9. Danger Pay (Section 650)
10. Educational Travel

K. CONTRACT INFORMATION BULLETINS (CIBs) OR ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs.

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html to determine which AAPDs/CIBs apply to this contract.

L. LIST OF REQUIRED FORMS FOR PSCs:

1. Standard Form 171
2. Contractor Physical Examination For children 11 years and under (DS-1622)**
3. Contractor Physical Examination For children 12 years and over (DS-1843)**
4. Questionnaire for National Security Positions (SF-86)**,
5. Authority for Release of Information (AID 610-14)**
6. Foreign Residence Data (AID 6-85)**
7. Fair Credit Reporting Act of 1970, As Amended**
8. Notice Required by the Privacy Act of 1974 **
9. Fingerprint Cards (FD-258)**.

** The forms listed 2 through 9 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.